

20 November 1961

MEMORANDUM FOR: Acting Assistant Director, CR

SUBJECT: Rush Service for Intelligence Documents During Off-duty Hours

1. Appropriate representatives of the Document Division and the CIA Library met on 17 November to conduct a post-mortem on our procedures for providing rush service of intelligence documents during off-duty hours. In addition to reviewing our own respective procedures and responsibilities, we agreed upon the following suggestions as proper for the CIA Watch Officer to observe when requesting OCR service for intelligence documents:

a. Clear indication should be given of when and for whom the documents are needed

b. Give the original citation from which the request is made, i.e., whether from cable, document, etc.

c. To give optimum service, the following information is needed for each document requested:

(1) Source (Army, Navy, etc.) and document number

(2) Date of the document

(3) Security classification

(4) What checks have already been made

2. If the OCR duty officer receives all the information we have asked for above, we believe there is no problem for us to find the documents requested in short order, provided we had received them. Where it has been determined that OCR did not receive the items requested, the CIA Watch Officer should be so notified. Further action should be undertaken jointly by the CIA and the OCR Duty Officers as appropriate.

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Finally, arising from the specific incident of the 15th of November, we would like to make the following suggestion:

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CIA Librarian

25X1A9a

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Chief, Document Division

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/mlb

Orig & 1 Addressee
1 Chief, DD/CR
1 CIA Librarian
2 File